Phoenix Program
Process Definition – ASSETS MANAGEMENT

Process	**ASSET LEASES**
Process Number	**AM-005/PO-022**

Description of Process

This process enables the user to maintain lease /purchase asset records.

Input to Process

Physical and financial data pertaining to the lease/purchase to be added.

Output of Process

Updated data base

Service Level Agreement Required? (if yes, provide a brief description)

PeopleSoft Panel Groups being Used

Function	Panel Group
GO	Manage Assets, Manage Assets
USE	Asset Leases

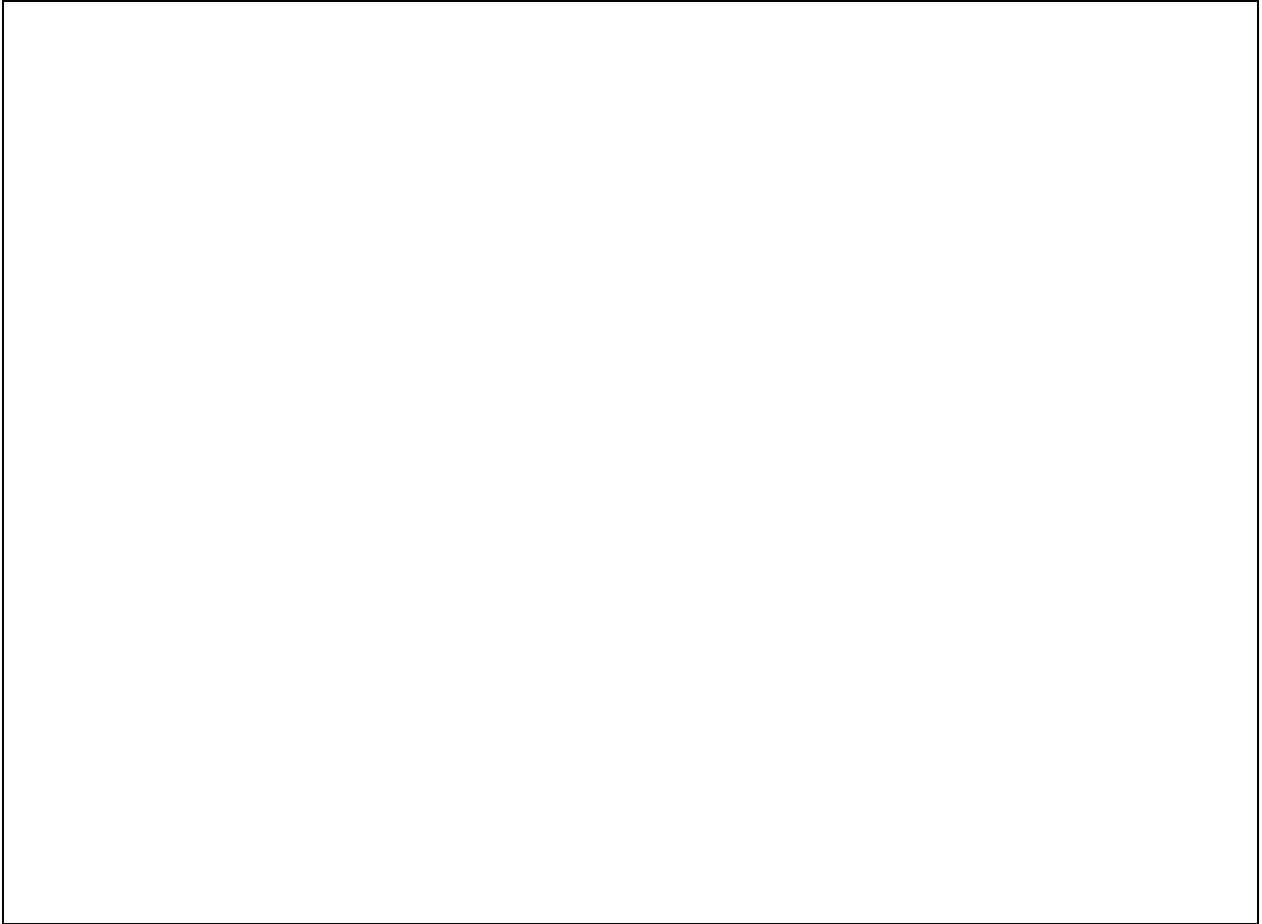## Business Process Description

Process Description	Responsibility (Agency/Centralized)
Step 1: Navigate to the panel containing the field(s) to be updated.	
Step 2: Type new data or key over existing data.	
Step 3: If changes are entered on the Terms Panel, click Verify and Calculate	
Step 4: Save	

Forms Used with Process (#)

**Attach sample form(s)

Process Flow Diagram (if appropriate):

Process Signoff

Tested By
Date Tested